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31 Dec. 1954
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ASSIGNMENT

REFERRAL OF EMPLOYEES FOR REASSIGNMENT

1. Under no circumstances will a supervisor advise an employee to seek another assignment in the Agency through unofficial contacts. Further, no supervisor will interview an employee assigned to a major component* other than his own, unless the employee has been referred for consideration through regular administrative channels.

2. When an employee desires to seek another assignment or a supervisor believes that it would be desirable that an employee under his jurisdiction be reassigned, the following administrative actions may be taken:

a. The chief of the major component to which the employee is assigned may consider his reassignment to a specific position vacancy within the major component. Placement Officers of the Office of Personnel will furnish technical advice and assistance to the chief of the major component in these cases.

b. The Placement and Utilization Division, Office of Personnel, may determine if there are any suitable position vacancies within the Agency for which the employee may be considered, and may arrange for the referral of the employee to the appropriate Agency officials.

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c. The Head of the Career Service (as defined in [REDACTED] of which the employee is a member may refer him to appropriate Agency officials for specific position vacancies within that Career Service. Placement Officers of the Office of Personnel will furnish technical advice and assistance to the Head of the Career Service in these cases.

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3. Each supervisor is responsible for assuring that employees are informed of the contents of this notice, and that they adhere to it.

*As used herein, major components means the organizations directed by the Deputy Directors (Plans), (Intelligence), and (Administration), the Director of Training, the Assistant Director for Communications and the Assistant Director for Personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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